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ABSTRACT

The deliberate rewriting of lecture notes into forms suitable for study and review is the key to successful learning. Using the outline technique helps students to think in terms of what the main points are and what are examples or secondary points. The divided page technique allows students to quiz themselves daily on the material they must learn. These techniques boil down to two elements: the quality of time spent studying and the frequency of studying. It is not how long students spend studying, it is how often and how well they study that counts. (RS)

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by
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AVKO is a non-profit tax-exempt membership organization.

AVKO was founded in 1974.

AVKO is subsidized by donations and grants.

AVKO is open to membership to anyone interested in helping others learn to read and write.

AVKO is run by members from Hawaii to Quebec.

AVKO's daily operations are handled largely by volunteers who are aided by a small staff.

AVKO plans to build and operate a model reading research center in a YEAR-AROUND CAMP SETTING that would economically and efficiently service the needs dyslexics of all ages.

AVKO hopes to spread the concept that parent and spouse tutoring in spelling/reading skills can be successfully taught in adult community education classes.

AVKO provides newsletters and economical opportunities to pursue individual research projects and to take part in large scale cooperative research projects that have immediate PRACTICAL applications.

AVKO is attempting to accomplish these goals primarily through the profits generated by the sale of services and special materials developed for the special needs of students, parents, and adults.

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The Proper Editing of Notes: The Key to Successful Learning

Although the very act of taking notes does help a student learn the material being presented by the teacher, it certainly does not guarantee it being remembered come time for the final exam. In fact, if all a student does with his notes is to stick them in his notebook and forget about them until just before a test, he will find out that he will not be able to read half his notes. And the other half won't make any sense.

Actually, the act of taking notes is only the very first step in learning from lectures. The second step is editing. This, very simply, is the deliberate re-writing of the notes taken. The notes are put into a form that will enable the student to properly study them and to review them.

One technique is the outline technique. On the next page you will find the outline technique explained, using the outline technique.

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THE OUTLINE TECHNIQUE

I. MAIN POINTS ARE PUT IN SOLID CAPS

A. EXAMPLES are listed underneath.

B. Lots of WHITE SPACE is used.

C. FACTS can be QUICKLY spotted.

1. Especially important facts are underlined or highlighted with transparent coloring.

2. Note the effect of:

a. CAPITALIZING

b. <u>underlining</u>

c. highlighting

The advantage of the outline technique is that to use it, the student must think in terms of what are main points and what are examples or secondary points. The very act of THINKING and ORGANIZING helps to impress the information upon the mind.

In today's academic jargon it is "instantiating schemata." It also provides a neat set of notes which the student can use and in which he can quickly find what he is looking for. On the next page the DIVIDED PAGE TECHNIQUE is explained.

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THE DIVIDED PAGE TECHNIQUE

I must remember that	Name the person who...
George Washington	1st President
Crispus Attucks	1st man to die in Amer. Revolution -- Boston Massacre--A Black
Dec. 7, 1941	Pearl Harbor--WWII date?
Oct. 4, 1957	Sputnik--awoke interest in science & math educ. date?
Names Dates	Identification & Reasons for learning

The advantage of the divided page technique is that the student can use it to quiz himself DAILY on the material that s/he must master. All s/he has to do is to cover up one side of the sheet, read a name and then try to think of who the person is. If the student can't remember, then the student knows that more studying is in order.

With ordinary notes, the student would immediately see both the name and the identification and would not know for sure whether s/he actually can recall it in a test situation.

Actually, the divided page technique is simply a variation on the time-honored flash card method of studying.

The editing and studying of notes really boils down to TWO important elements: **Quality of time** spent studying and **frequency** of studying.

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It's NOT how LONG you spend studying that really counts.

What counts is:

A. HOW OFTEN

1. 5 minutes daily for three weeks is better than 6 hours at one sitting.

2. Study at a regular time.

B. HOW WELL

1. Reading because you have to makes studying boring.

2. Thinking-Organizing-Actively involving your mind with a *reason* and *DESIRE to learn* activates the learning process.

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- Inservices, Workshops, Training Sessions for: Classroom teachers, Parents, Homeschoolers, Community Adult Literacy Volunteers, Supervisors, Reading Consultants, Curriculum Consultants, Special Education Consultants.
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